



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

LISA BOVA-HIATT  
Executive Director

### Governor's Office of Storm Recovery (GOSR)

**Job Title:** Senior Procurement Analyst  
**Department:** Procurement  
**Location:** NYC, Beaver St.

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

Visit us at [www.stormrecovery.ny.gov](http://www.stormrecovery.ny.gov)

#### Position Summary

The Senior Procurement Analyst is responsible for a broad range of activities related to administering GOSR's large competitive procurement activities in accordance with applicable regulations and policies as well as the provision of analytical and reporting functions.

#### Responsibilities include, but are not limited to the following:

- Administer large procurement activities including but not limited to Request for Proposals/Qualifications (RFP/Q), Competitive Sealed Bids (CSB), Invitation for Bids (IFB) from pre-solicitation to award.
- Handle all aspects of the contract initiation and execution process.
- Administer the mini-bid solicitation process amongst contractors.
- Provide guidance to contract managers and program staff on completing justification memos and cost reasonableness documentation.
- Provide assistance to programs on scope development and research as needed.
- Complete bid tabulation/price proposal analysis for various projects.
- Prepare, track and maintain various reports, logs and databases and coordinate reporting of portfolio status.
- Perform other related duties and special projects as needed.
- May supervise Procurement Analyst(s).

#### Minimum Qualifications:

- Bachelor's degree and minimum of two years of procurement experience (or equivalent education and experience)
- Public sector procurement experience and/or RFP experience highly desired
- Strong analytical and interpersonal skills
- Strong ability to handle multiple contract requests concurrently and on an on-going basis

- Proven ability to work independently in a fast-paced environment
- Commitment to detail and organization
- Possess a shared organizational value for integrity, flexibility and professional/ethical behavior
- Proficiency in MS Word

**If interested:**

All candidates must submit a resume to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.